

KINGDOM OF SAUDI ARABIA  
MINISTRY OF EDUCATION  
UMM AL-QURA UNIVERSITY  
HEALTH SCIENCES COLLEGE AT AL-LEITH  
DEPARTMENT OF PUBLIC HEALTH



# PUBLIC HEALTH

INTERNSHIP BOOKLET

COLLEGE AGENCY FOR ACADEMIC AND HOSPITAL AFFAIRS

SIXTH EDITION, JUNE, 2023

## STUDENT INFORMATION

Name	
University ID	
National ID	
Mobile	
In case of emergency	Mobile No.
	Relation:
E-mail	
Address	

## Contents

### Contents

Preface .....	3
Internship objectives .....	4
Types of Facilities and Experiences .....	4
Internship information .....	4
Internship details .....	6
<b>Internship in Hospitals</b> .....	7
Infection Control Department .....	8
Nutrition Department .....	9
Quality Department .....	10
Health Promotion Unit .....	11
Form .....	12
<b>Internship in Directorate of Health Affairs</b> .....	15
Departments of Infection Control /Chest Diseases Control .....	16
Departments of communicable diseases .....	17
Department of Disease Vectors and Field Operations.....	18
Environmental Health Department .....	19
Occupational Health Department .....	20
Health Education and Promotion Department.....	21
Chronic and Genetic Diseases Department .....	22
Form .....	23
<b>Internship in Health Centers</b> .....	26
Health Education and Promotion Department .....	27
Immunization and vaccination .....	28
School Health .....	29
Maternal and child care Unit .....	30
Form .....	31

## ***Preface***

Internship is an integral part of the Public Health program and is designed to provide interns with an opportunity to integrate and apply previously acquired knowledge and technical skills in actual practice settings.

This internship booklet is prepared with the intention to provide orientation to interns about various tasks to be performed and/or observed in different training stages during one year internship. The ultimate goal is that intern may acquire necessary skills in performing various health management tasks. The beginning of the booklet entails internship including its duration, schedule, rotations, monitoring and evaluation procedures are stated.

The main contents of this booklet are the tasks list for each training stage which interns are expected to either perform or observe during the training. They need to fill tasks list in each discipline during their training at each stage. It is essential to evaluate intern's professional behavior and technical competencies that are expected to achieve on completion of his/her internship. The later part of the booklet contains samples of various forms.

**Internship objectives:**

The purpose of the internship is to provide opportunities for students to:

- Apply concepts from core and concentration courses.
- Work with agency professionals to gain practical experience in public health.
- Interact with a wide range of health professionals in a designated setting.

The internship should provide B.Sc. students with work experience in their concentration area, with important job skills, and with the opportunity to explore public health organizational environments. Internships should be valuable to both the student and the host agency.

**Types of Facilities and Experiences:**

The internship allows students to utilize their training in an appropriate public health setting under the supervision of a qualified field supervisor. Assignments are made in collaboration with the facility, university and the student and are based on the student's specific field of study (i.e. concentration) to provide for a beneficial learning experience. Students have the opportunity to work in county health departments, municipalities, health centers, Health of Hajj and Umrah Pilgrims, hospitals, (health administration) and communities.

**Internship information:**

Training plan aimed at providing the trainees the skills that are compatible with the objectives of the public health program.

The Internship period basis (52 weeks) and be a training period by five days a week from Sunday to Thursday and by 8 hours a day.

It is not required to have the training in the morning and be according to the trainer direction.

The trainee during the training period undergoes the trainer direction administratively and technically in the attendance, dismiss and rotations. The trainee have the official holidays just like any other workers in the training directory.

The training program is distributed on the stages of training include all sections in the training and in order to acquire the necessary skills and achieve the objectives of the training program.

The training program is applied in a manner effective functional exercise specified in the job description mentioned in the organizational structure of the training.

During the training period, the trainee being under the direct supervision of one of the administrative in addition to the head of department in the training direction, as well as under the supervision of one of the staff of public health department to take part all in the evaluation of the trainee's performance on an ongoing basis and directed to carry out their assigned tasks during the training period.

The training direction makes a assessment of the trainee's performance and be recorded in the form of a weekly evaluation delivers to the college's training supervisor and a copy of the proposed evaluation model will be attached.

The trainee should submit a written report at the end of each training phase that explains the details of the training he received during that stage and delivers this report to the college's training supervisor. The instructions for the trainees to how to write these reports in addition to a copy of report form will be attached.

If the trainee released any improper conduct during the training period the training directory must inform the college, then the university commission will study appropriate decision thereon.

## **Internship Details:**

### **First week is internship orientation for all students:**

- ✓ Students attend an orientation (First week) in which they plan to begin their internship
- ✓ Distribution students among supervisors.
- ✓ Distribution internship letters
- ✓ Distribution booklets.

### **Last week for delivery of reports and certificates:**

- ✓ Presentation of internship final report including the tasks or projects completed, the skills and competencies gained, and personal reflections on the strengths and weaknesses of the internship by student.
- ✓ Delivery of reports and certificates of completion of internship.

### **Training institutes** : The training will be in the :

- (1) Hospitals.
- (2) Directorate of health affairs (public health departments).
- (3) Health centers.



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# PUBLIC HEALTH

INTERNSHIP BOOKLET

HOSPITALS



## Infection Control Department

Name of Hospital: \_\_\_\_\_

Intern Name: \_\_\_\_\_ University ID: \_\_\_\_\_

Rotation Period (from/to): \_\_\_\_\_

**Goal:** Interns need to be familiar with the functions and administrative responsibilities of infection control Department.

**Tasks:** The intern will observe and/or perform the following tasks mark "Yes". If not mark "No". If any task is not applicable, please mark "N/A".

Tasks	Trainee (Tick appropriate column)			Trainer's signature	
	Yes	No	N/A		
1	To be aware of the most common infections in the hospital				
2	To be aware of the ecological factors that favor spread of infection in the hospital				
3	Familiarity with the trend of occurrence of hospital infections				
4	To be aware of the key control measures required to limit spread of hospital infections				
5	To be aware of the importance and technique of hand washing				
6	Familiarity with duties of infection control committee				
7	To be aware of hospital infection statistics				
8	Ability to use administrative forms correctly				
9	Trainee commitment with uniform and time during training				

### Training Coordinator:

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Nutrition Department

Name of Hospital: \_\_\_\_\_

Intern Name: \_\_\_\_\_ University ID: \_\_\_\_\_

Rotation Period (from/to): \_\_\_\_\_

**Goal:** Interns need to be familiar with the functions and administrative responsibilities of Nutrition Department.

**Tasks:** The intern will observe and/or perform the following tasks mark "Yes". If not mark "No". If any task is not applicable, please mark "N/A".

Tasks	Trainee (Tick appropriate column)			Trainer's signature	
	Yes	No	N/A		
1	Familiarity with means of food Provision				
2	Familiarity with ways of preparation and distribution of food				
3	Familiarity with dietetics and how to tailor-made the food to match with patient condition				
4	Familiarity with how to ensure safety of food provided to patients				
5	Familiarity with how to do hazard analysis critical control point , HACCP				
6	Ability to use administrative forms correctly				
7	Trainee commit with uniform and time during training				

### Training Coordinator:

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Quality Department

Name of Hospital: \_\_\_\_\_

Intern Name: \_\_\_\_\_ University ID: \_\_\_\_\_

Rotation Period (from/to): \_\_\_\_\_

**Goal:** Interns need to be familiar with the functions and administrative responsibilities of Quality Department.

**Tasks:** The intern will observe and/or perform the following tasks mark "Yes" . If not mark "No". If any task is not applicable, please mark "N/A".

Tasks		Trainee (Tick appropriate column)			Trainer's signature
		Yes	No	N/A	
1	Be aware of how to regulate quality duties in the hospital				
2	Be aware of membership and duties of quality committee				
3	Familiarity with future plans				
4	Familiarity with emergency and disaster plans				
5	Be aware of methods of evaluation of plans				
6	Be aware of hospital accreditation criteria				
7	Ability to use administrative forms correctly				
8	Trainee commit with uniform and time during training				

### Training Coordinator:

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Health Promotion Unit

Name of Hospital: \_\_\_\_\_

Intern Name: \_\_\_\_\_ University ID: \_\_\_\_\_

Rotation Period (from/to): \_\_\_\_\_

**Goal:** Interns need to be familiar with the functions and administrative responsibilities of health promotion unit.

**Tasks:** The intern will observe and/or perform the following tasks mark "Yes" . If not mark "No". If any task is not applicable, please mark "N/A".

Tasks		Trainee (Tick appropriate column)			Trainer's signature
		Yes	No	N/A	
1	To be aware of how to prepare and conduct health promotion session				
2	To be aware of the needs and targeted groups for health promotion activities				
3	To be aware of how to evaluate health promotion activities				
4	To be engaged in international health days				
5	Ability to use administrative forms correctly				
6	Trainee commit with uniform and time during training				

### Training Coordinator:

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# FORMS

## **Guideline for Internship Evaluation by Intern**

### **Attention to the job (10 marks):**

- 1 – Did the student arrive at work on time and work the required hours?
- 2 – Did the student fully apply himself to the job? How much effort did the student make to complete assigned task in a timely manner?
- 3 – Did the student comply with safety procedures and other workplace policies, such as dress codes and equipment maintenance procedures?

### **Cooperation and relationships (20 marks):**

- 4 – Did the student make an effort to cooperate with other employees at the work location? If applicable, was the student polite and professional when interacting with clients, customers or the public?
- 5 – Did the student follow instructions and cooperate with his supervisors?
- 6 – Did the student contribute positively to the social and team environment of your organization?

### **Quality of work (30 marks):**

- 7 – was the student's work of adequate professional quality?
- 8 – If the student prepared written documents or reports, was the student's written work of adequate quality in terms of content, sophistication, style and clarity?
- 9 – If the student performed scientific analyses or data collection, was the work adequately precise, accurate and of adequate quality and quantity?
- 10 – If the student conducted sampling or monitoring, did the student have an adequate knowledge of appropriate techniques and methodologies, and were these properly applied to assigned tasks?

### **Professional growth and maturity (40 marks):**

- 11- Did the student demonstrate useful professional skills and preparation on the job?
- 12 – Did the student make a serious effort to improve his performance throughout the internship experience?
- 13 – Was the student able to work independently and solve the problems he encountered in the work environment?
- 14 – Would you be willing to hire this student in an open position or to offer this student a full time position, if a job were available?
- 15 – How could this student improve in terms of professional skills and applications?



جامعة أم القرى  
كلية العلوم الصحية بالليث

**UMM AL-QURA UNIVERSITY**  
Health Sciences college at Al leith  
Department of Public Health  
Public Health Internship

**EVALUATION FORM**

(Filled by the supervisor at the training facility and the training supervisor at the department)

Intern Name			
Training Facility			
Department Name			
Name of the training stage			
Start date of the training phase		End date of the training phase	

Student assessment by the supervisor at the training facility

Attention to the job	Cooperation and relationships	Quality of work	Professional growth and maturity	Total
5	10	15	50	80%

Other Student Notes

.....  
.....

Name of the supervisor at the training facility		Signature	
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Evaluation of the student by the training supervisor in the department

Attention to the job	Cooperation and relationships	Quality of work	Professional growth and maturity	Total
5	5	5	5	20%

Other Student Notes

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.....

Name of training supervisor in the department		Signature	
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**:Date**



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# **PUBLIC HEALTH**

**INTERNSHIP IN**

**(MINISTRY OF HEALTH)**

**(DIRECTORATE OF HEALTH AFFAIRES)**



## Departments of Infection Control /Chest Diseases Control

Name of Health administration: \_\_\_\_\_

Intern Name: \_\_\_\_\_ University ID: \_\_\_\_\_

Rotation Period (from/to): \_\_\_\_\_

**Goal:** Interns need to be familiar with the functions and administrative responsibilities of infectious control and chest diseases control department.

**Tasks:** The intern will observe and/or perform the following tasks mark "Yes". If not mark "No". If any task is not applicable, please mark "N/A".

Tasks		Trainee (Tick appropriate column)			Trainer's signature
		Yes	No	N/A	
1	Recognize the task of the department, its objectives, the organizational structure				
2	Ability to work (Hisn) system for the registration of communicable and infectious cases				
3	Ability to fill the various forms that used, the policies and procedures, work routines				
4	Various daily activities investigation of an epidemic,				
5	Follow up the various epidemic diseases and coordination with hospitals, as well as how to set up epidemiological investigation				
6	Coordination team with field operations				
7	Reporting to the region and then to the headquarter of the ministry in Riyadh				
8	Trainee commits with uniform and time during training				

### Training Coordinator:

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Departments of Communicable Diseases

Name of Health administration: \_\_\_\_\_

Intern Name: \_\_\_\_\_ University ID: \_\_\_\_\_

Rotation Period (from/to): \_\_\_\_\_

**Goal:** Interns need to be familiar with the functions and administrative responsibilities of infectious control and chest diseases control department.

**Tasks:** The intern will observe and/or perform the following tasks mark "Yes". If not mark "No". If any task is not applicable, please mark "N/A".

Tasks		Trainee (Tick appropriate column)			Trainer's signature
		Yes	No	N/A	
1	Recognize the task of the department, its objectives, the organizational structure				
2	Ability to fill the various forms that used, the policies and procedures, work routines				
3	Various daily activities investigation of an epidemic.				
4	Follow up the various epidemic diseases and coordination with hospitals, as well as how to set up epidemiological investigation.				
5	Coordination team with field operations.				
6	Reporting to the region and then to the headquarter of the ministry in Riyadh				
7	Practical measures that can be taken and implemented into your own practice to prevent the spread of infection.				
8	Trainee commits with uniform and time during training				

### Training Coordinator:

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Department of Disease Vectors and Field Operations

Name of Health administration: \_\_\_\_\_

Intern Name: \_\_\_\_\_ University ID: \_\_\_\_\_

Rotation Period (from /to): \_\_\_\_\_

**Goal:** Interns need to be familiar with the functions and administrative responsibilities of department of disease vectors.

**Tasks:** The intern will observe and/or perform the following tasks mark "Yes". If not mark "No". If any task is not applicable, please mark "N/A".

Tasks		Trainee (Tick appropriate column)			Trainer's signature
		Yes	No	N/A	
1	To be aware about implementation of safety precautions in insecticides spraying process.				
2	To be aware of the entomological surveys, collection and preserving.				
3	To understand and to be aware about the types of spraying and spraying method				
4	To be able to use the machines used in various types of spray process in Vectors control programs.				
5	To understand the mixture ratio of pesticides and solvents used in spraying operations				
6	To understand the tools and equipment used in the entomological surveys.				
7	To apply The entomological surveys in the field with vector control programs teams				
8	Trainee commits with uniform and time during training				

### Training Coordinator:

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Environmental Health Department

Name of Health administration: \_\_\_\_\_

Intern Name: \_\_\_\_\_ University ID: \_\_\_\_\_

Rotation Period (from/to): \_\_\_\_\_

**Goal:** Interns need to be familiar with the functions and administrative responsibilities of environmental health department.

**Tasks:** The intern will observe and/or perform the following tasks mark "Yes". If not mark "No". If any task is not applicable, please mark "N/A".

Tasks		Trainee (Tick appropriate column)			Trainer's signature
		Yes	No	N/A	
1	Recognizes the mission and objectives of the department and the organizational structure and functions of each member of the Department				
2	Recognize the work and the various forms and records specific to environmental health tasks, and the monthly and annual reports				
3	Laboratory forms, epidemiological investigation form tools, bulletins, declarations and guidelines of health ministry				
4	The policies and procedures and the daily work routine and different activities				
5	How to conduct sampling and make maps				
6	How to follow up water and food safety and control workers' housing				
7	Health situation in prisons and follow up cases of various food poisoning				
8	Coordination with the various Departments of Public Health as well as				
9	How to set up the field teams and reporting to the Department of public Health.				
10	Trainee commits with uniform and time during training				

**Training Coordinator:**

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Occupational Health Department

Name of Health administration: \_\_\_\_\_

Intern Name: \_\_\_\_\_ University ID: \_\_\_\_\_

Rotation Period (from/to): \_\_\_\_\_

**Goal:** Interns need to be familiar with the functions and administrative responsibilities of occupational health department.

**Tasks:** The intern will observe and/or perform the following tasks mark "Yes". If not mark "No". If any task is not applicable, please mark "N/A".

Tasks		Trainee (Tick appropriate column)			Trainer's signature
		Yes	No	N/A	
1	Recognizes the mission and objectives				
2	The department and the organizational structure				
3	Functions of each member of the Department				
4	Recognize the work and the various forms and records specific to Occupational health tasks				
5	The monthly and annual reports, tools, bulletins, declarations and guidelines of health ministry and also the policies and procedures.				
6	The daily work routine and different activities.				
7	Coordination with the various Departments of Public Health as well as reporting to the Department of public Health.				
8	Trainee commits with uniform and time during training.				

### Training Coordinator:

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Health Education and Promotion Department

Name of Health administration: \_\_\_\_\_

Intern Name: \_\_\_\_\_ University ID: \_\_\_\_\_

Rotation Period (from/to): \_\_\_\_\_

**Goal:** Interns need to be familiar with the functions and administrative responsibilities of health education.

**Tasks:** The intern will observe and/or perform the following tasks mark "Yes". If not mark "No". If any task is not applicable, please mark "N/A".

Tasks		Trainee (Tick appropriate column)			Trainer's signature
		Yes	No	N/A	
1	Recognizes the mission and objectives of the these departments and the organizational structure and functions of each member of the Department				
2	Recognize the work and the various forms and records, and the monthly and annual reports,				
3	Tools, bulletins, declarations and guidelines of health ministry and how to celebrate health weeks				
4	Designing brochures and advertising materials				
5	Recognize the policies and procedures and the daily work routine and different activities				
6	Coordination with the various Departments of Public Health and with healthcare centers and hospitals				
7	Reporting to the Department of relevant authorities.				
8	Trainee commits with uniform and time during training				

### Training Coordinator:

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Chronic and Genetic Diseases Department and Health Programs Department

Name of Health administration: \_\_\_\_\_

Intern Name: \_\_\_\_\_ University ID: \_\_\_\_\_

Rotation Period (from/to): \_\_\_\_\_

**Goal:** Interns need to be familiar with the functions and administrative responsibilities chronic and genetic diseases department.

**Tasks:** The intern will observe and/or perform the following tasks mark "Yes". If not mark "No". If any task is not applicable, please mark "N/A".

Tasks		Trainee (Tick appropriate column)			Trainer's signature
		Yes	No	N/A	
1	Recognize the goals and the organizational structures				
2	Functions of each member of those sections				
3	Recognize the work system				
4	Forms and records of monthly and annual reports				
5	Tools and various circulars and guides the Ministry of Health used				
6	The policies and procedures and the daily work and routine activities and coordination with health centers				
7	How to report the views of the relevant ministry				
8	Trainee commits with uniform and time during training				

**Training Coordinator:**

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# FORMS



## **Guideline for Internship Evaluation by Intern**

### **Attention to the job (10 marks):**

- 1 – Did the student arrive at work on time and work the required hours?
- 2 – Did the student fully apply himself to the job? How much effort did the student make to complete assigned task in a timely manner?
- 3 – Did the student comply with safety procedures and other workplace policies, such as dress codes and equipment maintenance procedures?

### **Cooperation and relationships (20 marks):**

- 4 – Did the student make an effort to cooperate with other employees at the work location? If applicable, was the student polite and professional when interacting with clients, customers or the public?
- 5 – Did the student follow instructions and cooperate with his supervisors?
- 6 – Did the student contribute positively to the social and team environment of your organization?

### **Quality of work (30 marks):**

- 7 – was the student's work of adequate professional quality?
- 8 – If the student prepared written documents or reports, was the student's written work of adequate quality in terms of content, sophistication, style and clarity?
- 9 – If the student performed scientific analyses or data collection, was the work adequately precise, accurate and of adequate quality and quantity?
- 10 – If the student conducted sampling or monitoring, did the student have an adequate knowledge of appropriate techniques and methodologies, and were these properly applied to assigned tasks?

### **Professional growth and maturity (40 marks):**

- 11- Did the student demonstrate useful professional skills and preparation on the job?
- 12 – Did the student make a serious effort to improve his performance throughout the internship experience?
- 13 – Was the student able to work independently and solve the problems he encountered in the work environment?
- 14 – Would you be willing to hire this student in an open position or to offer this student a full time position, if a job were available?
- 15 – How could this student improve in terms of professional skills and applications?



**UMM AL-QURA UNIVERSITY**  
 Health Sciences college at Al leith  
 Department of Public Health  
 Public Health Internship

Form #1

**EVALUATION FORM**

(Filled by the supervisor at the training facility and the training supervisor at the department)

Intern Name			
Training Facility			
Department Name			
Name of the training stage			
Start date of the training phase		End date of the training phase	

Student assessment by the supervisor at the training facility

Attention to the job	Cooperation and relationships	Quality of work	Professional growth and maturity	Total
5	10	15	50	80%

Other Student Notes

.....  
 .....

Name of the supervisor at the training facility		Signature	
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Evaluation of the student by the training supervisor in the department

Attention to the job	Cooperation and relationships	Quality of work	Professional growth and maturity	Total
5	5	5	5	20%

Other Student Notes

.....  
 .....

Name of training supervisor in the department		Signature	
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**Date:**



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DEPARTMENT OF PUBLIC HEALTH

# PUBLIC HEALTH

INTERNSHIP BOOKLET  
(HEALTH CENTERS)

## Health Education and Promotion Department

Name of Health Center: \_\_\_\_\_

Intern Name: \_\_\_\_\_ University ID: \_\_\_\_\_

Rotation Period (from/to): \_\_\_\_\_

**Goal:** Interns need to be familiar with the functions and administrative responsibilities of health promotion unit.

**Tasks:** The intern will observe and/or perform the following tasks mark "Yes". If not mark "No". If any task is not applicable, please mark "N/A".

Tasks		Trainee (Tick appropriate column)			Trainer's signature
		Yes	No	N/A	
1	To be aware of how to prepare and conduct health promotion session				
2	To be aware of the needs and targeted groups for health promotion activities				
3	To know how to provide guidance about lifestyle health promotion and its role in preventing diseases such as: nutrition wise, feeding, development and growth of children, dental health, hygiene, prevention, and others.				
4	To be aware of how to evaluate health promotion activities				
5	To be engaged in international health days				
6	Ability to use administrative forms correctly				
7	Trainee commit with uniform and time during training				

### Training Coordinator:

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Immunization and vaccination

Name of the Health Center: \_\_\_\_\_

Intern Name: \_\_\_\_\_ University ID: \_\_\_\_\_

Rotation Period (from/to): \_\_\_\_\_

**Goal:** Interns need to be familiar with the functions and administrative responsibilities of Immunization and vaccination.

**Tasks:** The intern will observe and/or perform the following tasks mark "Yes". If not mark "No". If any task is not applicable, please mark "N/A".

Tasks	Trainee (Tick appropriate column)			Trainer's signature	
	Yes	No	N/A		
1	To be aware of importance of immunization and vaccinations				
2	To know types of vaccines				
3	Participate in vaccination session				
4	To know methods of preservation of vaccines.				
5	To know methods of refrigerator examination				
6	Ability to use administrative forms correctly				
7	Trainee commit with uniform and time during training				

### Training Coordinator:

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## School Health

Name of Health administration: \_\_\_\_\_

Intern Name: \_\_\_\_\_ University ID: \_\_\_\_\_

Rotation Period (from/to): \_\_\_\_\_

**Goal:** Interns need to be familiar with the functions and administrative responsibilities of infection control in health institutions Department

**Tasks:** The intern will observe and/or perform the following tasks mark "Yes". If not mark "No". If any task is not applicable, please mark "N/A".

Tasks		Trainee (Tick appropriate column)			Trainer's signature
		Yes	No	N/A	
1	Understand the roles of School health				
2	Understand school health programs				
3	Assist in the implementation of school health preventive programs				
4	Implementation ,Evaluation of health promotion activities in schools				
5	Ability to respond to urgent issues and solve problems				
6	Ability to ensure compliance with rules and regulations of school health				
7	How to report to the relevant authority.				
8	Trainee commits with uniform and time during training				

**Training Coordinator:**

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Maternal and child care Unit

Name of the Health Center : \_\_\_\_\_

Intern Name: \_\_\_\_\_ University ID: \_\_\_\_\_

Rotation Period (from/to): \_\_\_\_\_

**Goal:** Interns need to be familiar with the functions and administrative responsibilities of Maternal and child care Unit.

**Tasks:** The intern will observe and/or perform the following tasks mark "Yes". If not mark "No". If any task is not applicable, please mark "N/A".

Tasks		Trainee (Tick appropriate column)			Trainer's signature
		Yes	No	N/A	
1	To be aware of importance of maternal vaccination during pregnancy				
2	To know the importance of maternal follow up during pregnancy				
3	To be aware of the importance of early detection of health problems by routine medical tests.				
4	To know how to provide guidance about lifestyle health promotion and its role in preventing diseases such as: nutrition wise, feeding, development and growth of children, dental health, hygiene, prevention, and others.				
5	To know how to Provide guidance and advice for parents and "prospective parents" in topics related to parenthood and raising children				
6	Ability to use administrative forms correctly				
7	Trainee commit with uniform and time during training				

**Training Coordinator:**

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# FORMS



## **Guideline for Internship Evaluation by Intern**

### **Attention to the job (10 marks):**

- 1 – Did the student arrive at work on time and work the required hours?
- 2 – Did the student fully apply himself to the job? How much effort did the student make to complete assigned task in a timely manner?
- 3 – Did the student comply with safety procedures and other workplace policies, such as dress codes and equipment maintenance procedures?

### **Cooperation and relationships (20 marks):**

- 4 – Did the student make an effort to cooperate with other employees at the work location? If applicable, was the student polite and professional when interacting with clients, customers or the public?
- 5 – Did the student follow instructions and cooperate with his supervisors?
- 6 – Did the student contribute positively to the social and team environment of your organization?

### **Quality of work (30 marks):**

- 7 – Was the student's work of adequate professional quality?
- 8 – If the student prepared written documents or reports, was the student's written work of adequate quality in terms of content, sophistication, style and clarity?
- 9 – If the student performed scientific analyses or data collection, was the work adequately precise, accurate and of adequate quality and quantity?
- 10 – If the student conducted sampling or monitoring, did the student have an adequate knowledge of appropriate techniques and methodologies, and were these properly applied to assigned tasks?

### **Professional growth and maturity (40 marks):**

- 11- Did the student demonstrate useful professional skills and preparation on the job?
- 12 – Did the student make a serious effort to improve her or his performance throughout the internship experience?
- 13 – Was the student able to work independently and solve the problems he encountered in the work environment?
- 14 – Would you be willing to hire this student in an open position or to offer this student a full time position, if a job were available?
- 15 – How could this student improve in terms of professional skills and applications?



**UMM AL-QURA UNIVERSITY**  
 Health Sciences college at Al leith  
 Department of Public Health  
 Public Health Internship

**Form #1**

**EVALUATION FORM**

(Filled by the supervisor at the training facility and the training supervisor at the department)

Intern Name			
Training Facility			
Department Name			
Name of the training stage			
Start date of the training phase		End date of the training phase	

Student assessment by the supervisor at the training facility

Attention to the job	Cooperation and relationships	Quality of work	Professional growth and maturity	Total
5	10	15	50	80%

Other Student Notes

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Name of the supervisor at the training facility		Signature	
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Evaluation of the student by the training supervisor in the department

Attention to the job	Cooperation and relationships	Quality of work	Professional growth and maturity	Total
5	5	5	5	20%

Other Student Notes

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Name of training supervisor in the department		Signature	
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**:Date**